The Commonwealth of Massachusetts
EMPLOYEE PERFORMANCE REVIEW FORM

Name:	Garry Greer	**Evaluation Year:**	2009
Agency:	Department of Public Health	**Location/Unit:**	State Laboratory Institute
Job Title:	Laboratory Supervisor II	**Functional Title:**	State Lab Training and Distance Learning Coord.
Supervisor .	Betsy Szymczak	**Reviewer:**	Mary Gilchrist

The employee and supervisor should consult their EPRS Guide for a full explanation of the purpose and the process of employee performance review. Detailed instructions for completing this form are presented in the EPRS Supervisors Guide.

A   Performance Planning: Employee and supervisor meet to plan the work for the year

Γ Discuss contributing role of employee in unit Γ Discuss and finalize the duties and criteria

Primary Job Duties and Performance Criteria: On the reverse side list the employee's primary job duties from the most current position description and the performance criteria which will be used to evaluate the employee's performance of these duties during the performance period. Copies of the reverse may be used if more space is needed.

Signature: _____ _____ _____

Employee/Date	Supervisor/Date	Reviewer/Date

Comments attached: Γ yes Γ no   Γ yes Γ no   Γ yes Γ no

B   Progress Review: Employee and supervisor meet to help the employee meet the criteria

Γ Discuss progress for each duty   Γ Assign advisory rating for each duty   Γ Assign advisory rating for overall performance

Progress Review Summary Rating: ___ Satisfactory   ___ Unsatisfactory   Or ____Exceeds _____ Meets ____Below

Supervisor's Comments:

Signature: _____ _____ _____

Employee/Date	Supervisor/Date	Reviewer/Date

Comments attached: Γ yes Γ no   Γ yes Γ no   Γ yes Γ no

C   Annual Review: Employee and supervisor meet to evaluate job performance   Γ Discuss job performance over whole year

Γ Rate performance for entire year for each duty   Γ Rate overall performance for entire year Γ Formulate a Development Plan at the option of the employee-

Plan attached: Γ yes Γ no

Annual Review Summary Rating: ___ Satisfactory   ___ Unsatisfactory   Or ____Exceeds _____ Meets ____Below

Supervisor's Comments (explain ratings of unsatisfactory expectations, unanticipated contributions, areas of and unusual attendance pattern(s):

Supervisor: _____
signature/date

Employee: I Γ agree   Γ disagree with this evaluation.

Employee's comments:

Employee: _____
signature/date

Reviewer's Determination: On the basis of my review I have determined that the employee's rating is:

___ Satisfactory   ___ Unsatisfactory   Or   ____Exceeds _____ Meets ____Below

Reviewer's comments:

Reviewer: _____
signature/date

Employee: I Γ agree   Γ disagree with the reviewer's determination. Employee's final comments:

Employee's comments:

Employee: _____
signature/date

Attendance: Number of days sick leave used _____   **Number of days off the payroll** _____   **Number of days tardy** _____

Primary Job Duties / Performance Criteria

Duty 1: In response to direct needs assessments, designs, develops and delivers laboratory training programs for public health and laboratory related subject matter for Massachusetts participants (such as laboratory and healthcare professional, and first responders).

Performance Criteria: (Performance is successful if:)

1. Completes an educational training plan and budget for state, federal and public funding sources.
2. Plans and coordinates the delivery of planned programs including workshops, seminars, conferences, outreach events, and tours. Performs marketing of the program, acquires and provides participant/ student supplies needed, facility location and arrangements, designs course evaluations and needs assessment materials, whenever possible provides program CEU's, provides record to students of their completion / participation of programs, maintains program records.
3. Coordinates and implements training to meet mission requirements for emerging public health emergencies including those with short lead times.
4. Facilitates the funding of programs through acquisition of unrestricted educational grants.

ACTUAL PERFORMANCE

Progress Review: Unsatisfactory   Satisfactory   **Annual Review:** Unsatisfactory   Satisfactory
        Exceeds   Meets   Below   Exceeds   Meets   Below

Progress Review Comments:

                                    Annual Review Comments:

Duty 2: Participates in the design, development and delivery of training programs to meet regulatory requirements for training SLI staff on good laboratory practices, bloodborne pathogens, safety, and other applicable laboratory topics.

Performance Criteria: (Performance is successful if:)

1. Assesses previously conducted programs, and consults with SLI program directors, QA personnel, and EOHHS/DPH personnel to develop training based on current and future needs.
2. Plans and coordinates the delivery of planned programs including workshops, seminars, and conferences. Performs marketing of the program, acquires and

ACTUAL PERFORMANCE

Progress Review: : Unsatisfactory   Satisfactory   **Annual Review: :** Unsatisfactory   Satisfactory
        Exceeds   Meets   Below   Exceeds   Meets   Below

Progress Review Comments: **Annual Review Comments**

Duty 3: Coordinates training initiatives under the direction of the National Laboratory Training Network (NLTN) and the Association of Public Health Laboratories (APHL)

Performance Criteria: (Performance is successful if:)

1. Serves as primary DPH liaison by participating in planning and development meetings and surveys.
2. Provides assistance for programs including site registration, promotion, and facilitation.
3. Uses a variety of media sources (electronic, Mass. HHAN, facsimile, email) to market educational programs to a variety of participants.
4. Provides leadership in grant writing, planning and development and coordinating learning initiatives.

ACTUAL PERFORMANCE

Progress Review: Unsatisfactory   Satisfactory   **Annual Review:** Unsatisfactory   Satisfactory
        Exceeds   Meets   Below   Exceeds   Meets   Below

Progress Review Comments:

Annual Review Comments: He excels in dealing with the public, fosters a pleasant and welcoming learning environment and builds positive rapport. He promptly responds to requests and seeks creative alternatives when necessary.

Duty 4:	Coordinates the UMASS Dartmouth Medical Laboratory Science student practicum at the SLI.

Performance Criteria: (Performance is successful if:)

1. Serves as SLI Clinical Education Coordinator for UMASS Dartmouth students, works with SLI Program Directors to develop student schedules.
2. Coordinates and facilitates student orientation.
3. Participates in the annual program evaluation meeting and other related events to ensure continuity and coherence for the program.
4. Maintains student performance and program evaluation records in compliance with applicable regulatory requirements.

ACTUAL PERFORMANCE

Progress Review: Unsatisfactory Satisfactory   **Annual Review:** Unsatisfactory Satisfactory
                   Exceeds   Meets   Below   Exceeds   Meets   Below

Progress Review Comments: **Annual Review Comments:**

Duty 5:	Laboratory Emergency Preparedness events and surge capacity assignment(s).

Performance Criteria: (Performance is successful if:)

1. As directed, performs duties related to laboratory emergency preparedness when events and activations occur.
2. Provides professional expertise in administration, management, education, and communications to successfully perform duties assigned.

ACTUAL PERFORMANCE

Progress Review: Unsatisfactory Satisfactory   **Annual Review:** Unsatisfactory Satisfactory
                   Exceeds   Meets   Below   Exceeds   Meets   Below

Progress Review Comments: **Annual Review Comments**.

Duty 6	Support Public Health Laboratory Outreach Initiatives

1. Supports outreach efforts to strengthen the public health workforce. These programs may be targeted to employees, public health partners, the public and students as required to support the mission and future of the William A. Hinton State Laboratory Institute

ACTUAL PERFORMANCE

Progress Review: Unsatisfactory Satisfactory   **Annual Review:** Unsatisfactory Satisfactory
                   Exceeds   Meets   Below   Exceeds   Meets   Below

Progress Review Comments: **Annual Review Comments:**